

SAMPLE STAFFING PLAN

RGS 1: A written staffing plan * is in place assuring continuity of care (including a plan for substitute staff situations), appropriate adult to child ratios, appropriate group size, and that children are benefitting from having Primary Caregivers.

Suggested uses of this form:

A copy of this form can be kept by the Director/Owner with the current staff and staff assignments. A “working” daily copy of this document can be kept in each classroom/setting where times and staff can be changed/revised as needs arise. Ex. Jane Doe is out sick today. John Doe is subbing in her classroom as the PCG. The Director will cover John Doe’s breaks at 11:00 and 1:00.

In the example below you can see that there is proper staff coverage from 7:30-5:30 and there is also a Primary Caregiver present at all times. You can also see that proper ratios are being met at all times. Substitutes are identified as the SUB for that teacher/position and the breaks needed for that teacher/position.

Number of Classrooms: 1

Ages of children served: 3-5 year olds

Hours of Care: 7:30-5:30 p.m.

Position Title (DIR, PCG, AID, ACG, Sub)	Staff Name	Classroom Assignment	Number of children	General Responsibilities	Work Hours	Breaks/ Sub Care
PCG	Jane Doe	Preschool Room	15	<i>Provide early childhood services to 15 preschool age children. Complete weekly lesson plans and implement Creative Curriculum. Individualize for all children and assisted families with setting educational/developmental goals for their children. Assess children using the DIAL and provide two parent/teacher conferences each year.</i>	Monday: 7:30-3:30 Tuesday: 7:30-3:30 Wednesday: 7:30-3:30 Thursday: 7:30-3:30 Friday: 7:30-3:30	M-F 11:00-11:15 & 1:00-1:15 Sub: John Doe
AID	Susan Doe	Preschool Room	15	<i>Assist the Lead Teacher with all aspects of care, supervision and education in the classroom. Assist with daily lesson plan preparation and implementation.</i>	Monday: 8:00-4:00 Tuesday: 8:00-4:00 Wednesday: 8:00-4:00 Thursday: 8:00-4:00 Friday: 8:00-4:00	M-F 11:15-11:30 & 1:15-1:30 Sub: Jack

Position Title (DIR, PCG, AID, ACG, Sub)	Staff Name	Classroom Assignment	Number of children	General Responsibilities	Work Hours	Breaks/ Sub Care
						<i>Doe</i>
<i>AID</i>	<i>Johnny Doe</i>	<i>Preschool Room</i>	<i>15</i>	<i>Assist the Lead Teacher with all aspects of care, supervision and education in the classroom. Assist with daily lesson plan preparation and implementation.</i>	<i>Monday: 9:30-5:30 Tuesday: 9:30-5:30 Wednesday: 9:30-5:30 Thursday: 9:30-5:30 Friday: 9:30-5:30</i>	<i>M-F 11:45-12:00 & 1:30-1:45 Sub: Janie Doe</i>
<i>PCG</i>	<i>Mary Doe</i>	<i>Preschool Room</i>	<i>15</i>	<i>Provide early childhood services to 15 preschool age children. Responsible for supervision and care of all children. Responsible for supervision of AID's. Follows daily lesson plans and individualizes for children.</i>	<i>Monday: 3:30-5:30 Tuesday: 3:30-5:30 Wednesday: 3:30-5:30 Thursday: 3:30-5:30 Friday: 3:30-5:30</i>	<i>No Breaks Required Sub: Director</i>
					<i>Monday: Tuesday: Wednesday: Thursday: Friday:</i>	
					<i>Monday: Tuesday: Wednesday: Thursday: Friday:</i>	
					<i>Monday: Tuesday: Wednesday: Thursday: Friday:</i>	